

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2011 – 0004***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Update to Staffing Section of the HR Handbook**

**Issue Date: April 14, 2011**

This is to advise agencies that the Staffing section of the HR Handbook has been revised. Some of the major changes include the following:

- Several LA Careers Quick Sheets have been revised
  1. 09 – Supplemental Questions for Minimum Qualifications
  2. 16 – HR Workflow
  3. 17 – Filtering
  4. 22 – Priority Eligible List Process using Rules 22.8 and 23.13 (Exemptions from Testing)
  5. 23 – Priority Eligible List Process using Testing Exemption (COAST & Motor Vehicle)
  6. 24 – Veterans Preference Points
  7. 25 – Referral List
  8. 28 – Authorize Hire
- The minimum number of days required for a vacancy to be posted has changed from 7 calendar days to 5 calendar days
- The eligible list may now be established the day after the announcement closes provided an agency ensures compliance with RS 1:60 and adds any qualifying applicant whose application comes in with the proper postmark to the eligible list.

REASON FOR THE CHANGE: Revisions were made to the Quick Sheets in order to update and add information to be consistent with current Staffing policies. Changes were made to the minimum number of days required to post and days required to establish the eligible list in order to expedite the hiring process and allow human resource offices to provide eligible names to hiring managers in a timely fashion.

If you have any questions, please contact Jamie Lewis at (225) 342-8265.

Sincerely,

s/Shannon S. Templet  
Director